

## Event Manager - Definition

According to Food and Agricultural Code Section 24001, an event manager is defined as the person in charge of an event. The event manager is responsible for registering the event with California Department of Food and Agriculture (CDFA) Equine Medication Monitoring Program (EMMP) and for collection and remittance of fee assessments. The event manager is personally liable for fees and penalties owed to CDFA. Failure to comply with the requirements of the EMMP regulations may result in issue of a Notice of Violation and an associated civil penalty between \$100 and \$10,000.

## Event Exemptions

The following events are **exempt** from EMMP regulations:

- A rodeo-related competition, which is strictly timed performance with no subjective judging held apart from a horse show. (This includes barrel racing, team penning, ranch sorting, ropings, and gymkhana.)
- A sale of solely race horses.
- Competitions under the jurisdiction of the California Horse Racing Board.
- A public horse show for which the class or event entry fee is less than \$4.99 per class and other fees do not exceed \$19.99. (Other fees include, but are not limited to, grounds fees, stall fees or office fees.)
- A public horse show in which all fees for participation are less than \$19.99. (To include, but are not limited to, class fees, grounds fees, stall fees or office fees.)

## Event Manager Responsibilities

An event manager is responsible for:

1. **Filing an Application To Register Equine Event** (Form 76-024A) with the EMMP **at least sixty (60) days** before the event is to begin.
  - A civil penalty of \$100 - \$2500 may apply for failure to register an event.
2. Collecting the fee of \$5.00 for each horse being entered or being consigned to an event.
3. **Remitting the fees collected** and submitting the *Assessment Report For Registered Event* (Form 76-024A) to EMMP **within fifteen (15) days** of the final day of the event.
  - A civil penalty of 10% of the amount due plus 1 1/2% interest/month on the unpaid balance, calculated from the date of the event, will be levied on an event manager that fails to remit collected fees within fifteen (15) days of the final day of the event.
4. Retaining event records for two (2) years after the final day of the event. To enable verification of the collection and remittance of appropriate event fees, event records must be made available for inspection and photocopying by EMMP staff when requested.
5. **Collecting, signing, and promptly submitting** exhibitor or consignor *Drug Declaration Forms* (Form 76-027 or USEF Form) to the EMMP.

An event manager that fails to comply with EMMP regulations is **subject to suspension from hosting or managing an event for a period of 90-365 days** for each violation. An event manager who violates such a suspension by hosting or managing an event during the suspension period is subject to civil penalties for each violation.

## Event Registration

There are three (4) ways to register an event sixty (60) days before the date of the event:

- Register event online by completing the *Application to Register Event* (Form 76-024A) at <http://apps4.cdffa.ca.gov/emppublic/eventregistration.aspx>
- Download *Application to Register Equine Event* (Form 76-024A) Event Registration Form: [http://www.cdffa.ca.gov/ahfss/Animal\\_Health/emmp/](http://www.cdffa.ca.gov/ahfss/Animal_Health/emmp/)
- To request an *Application to Register Equine Event* (Form 76-024A) call to 916-900-5045.
- To request an *Application to Register Equine Event* (Form 76-024A) email at [EMMP@cdffa.ca.gov](mailto:EMMP@cdffa.ca.gov)

Submit the completed form by email to:

[EMMP@cdffa.ca.gov](mailto:EMMP@cdffa.ca.gov), by Fax to 916-900-5338 or by mail to CDFA/EMMP, 1500 W. El Camino Ave #215, Sacramento, CA 95833.

## Fee Collection and Remittance

Collect and remit \$5.00 for each horse entered or consigned to the event.

- Remit fees **within fifteen (15) days** of the event.
- **Payment by Check:** Mail checks payable to CDFA – EMMP with the completed assessment form to CDFA/EMMP, 1500 W. El Camino Ave #215, Sacramento, CA 95833. Include the Event Number on the check.
- **Credit Card Payment Online:** Pay online at <https://secure.cdffa.ca.gov/egov/emmp/>. Have details available including event number and Master Card or Visa.

## Notification to Exhibitors

**Event managers are responsible for ensuring that competitors are aware of the Equine Medication Monitoring Program and the California Equine Medication Rule.** Event managers are encouraged to display EMMP materials and have EMMP materials available for distribution.

EMMP staff request that event managers post the EMMP notice poster in a high traffic area for exhibitors, consignors and spectators to see. Upon request, event managers must provide exhibitors with drug medication guideline materials. Refer exhibitors, with specific questions on the California Equine Medication Rule and compliance with the administration of drugs and medications, to the Equine Medication Monitoring Program Veterinarian, Dr. Katie Flynn.

Following receipt of an event registration, EMMP Staff will mail the event manager the event number, an assessment form for remittance with fees collected, a poster and a limited number of EMMP educational materials. Please request additional materials for larger events by contacting the EMMP office at 916-900-4045 or [EMMP@cdfa.ca.gov](mailto:EMMP@cdfa.ca.gov).

Event managers are responsible for immediately notifying EMMP staff of event date changes or event cancellations.

## Drug Declaration Form Completion (Form 76-027)

An **owner/exhibitor/trainer** must complete and file a drug declaration form with an event manager for any prohibited substance administered to any horse at an event within three (3) days before the day being shown. A public **horse sale consignor** must complete and file a drug declaration form with a sale manager for any prohibited substance or NSAID **administered to a horse consigned** to a sale **within the five (5) days** before the day of the sale.

Event managers must provide a Drug Declaration Form ([CA Form 76-027](#) or USEF Form) to exhibitors upon request. Exhibitors must complete and provide the Drug Declaration to the event manager or designee within one hour of administration of a prohibited substance or within one hour of the event manager return to duty. **An event manager must sign, time/date** the EMMP Drug Declaration Forms and either submit them to the EMMP field representative upon request or mail them to the EMMP office with the remittance form and fees collected. USEF Forms should be submitted to USEF who will share them if necessary with EMMP.

### **PROGRAM INQUIRIES**

For more information about EMMP contact:

CDFA- EMMP

1500 W. El Camino #215, CA 95833

[http://cdfa.ca.gov/ahfss/Animal\\_Health/EMMP.html](http://cdfa.ca.gov/ahfss/Animal_Health/EMMP.html)

### **Event Registration and Administration:**

(916) 900-5045

[EMMP@cdfa.ca.gov](mailto:EMMP@cdfa.ca.gov)

### **Drugs and Medications:**

Dr. Katie Flynn, Equine Staff Veterinarian

(916) 900-5039

[kflynn@cdfa.ca.gov](mailto:kflynn@cdfa.ca.gov)



**Animal Health and Food Safety  
Services**

## **Equine Medication Monitoring Program**



***Event Registration  
Instructions and  
Guidelines  
January 2017***